

DD/S 61-3765

9 NOV 1961

25X1A9a MEMORANDUM FOR : 

SUBJECT : Annual Management Activity Report

REFERENCE : Memo for A-DD/S fr D/Sec, dtd 17 Aug 61, Subject:
"Office of Security Annual Report for Fiscal
Year 1961"

Bob:

I found the Office of Security report for Fiscal Year 1961 to be very meaningful and informative regarding the workload and requirements levied on the Office of Security. In reviewing this and other reports, I realized that I have not been completely clear in the type of end of Fiscal Year report that I would like from each Office. One thing that I have been after is a report that would identify pre-sent and potential problem areas and be useful to the Office Head and myself for planning and establishing objectives during a fiscal year.

Please consider the above points when the Office of Security report for Fiscal Year 1962 is prepared.


L. K. White

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*Noted
SL*